

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1.E
Mtg. Date May 16, 2017
Dept. City Manager's Office

Item Title: Fiscal Year 2017-18 City Calendar

Staff Contact: Corinne Russell, Human Resource Manager

Recommendation:

Approve the Fiscal Year 2017-18 City Calendar (Attachment A).
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Item Summary:

The Lemon Grove Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off. Per the Lemon Grove Personnel Policies Manual in Section 6.15

C. If one of the holidays listed above falls on a Saturday, or on a work day normally scheduled off, then floating holiday hours shall be credited as appropriate.

It has been past practice for several years to take the floating holidays credited on holidays that fall on a Friday or Saturday and apply them to the week after Christmas for a City-wide closure. Staff presents the proposed Fiscal Year 2017-18 City Calendar (**Attachment A**) for City Council approval.

The following holidays conflict with scheduled days off during Fiscal Year 2017-18:

- Veteran's Day (falls on a Saturday)
- Day after Thanksgiving (falls on a Friday)
- ½ day for Christmas Eve and ½ day for New Years Eve (both fall on a Sunday).

The proposed calendar assigns the holidays that conflict with scheduled days off as follows:

- November 11, 2017 (Veteran's Day) apply to Tuesday December 26, 2017.
- November 25, 2017 (day after Thanksgiving) apply to Wednesday December 27, 2017.
- ½ day for December 24, 2017 (Christmas Eve) and ½ day for December 31, 2017 (New Years Eve) towards Thursday December 28, 2017.

This proposed calendar would result in City Hall being closed between Monday December 25, 2017 and Thursday December 28, 2017. If approved, the FY 2017-18 City Calendar will be posted on the City's website and made available at City Hall.

Fiscal Impact:

[None]

Environmental Review:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section [] | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
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☐ Notice published in local newspaper

☐ Neighborhood meeting

Attachments:

A. [City of Lemon Grove Fiscal Year 2017-18 Calendar]

Attachment A

City of Lemon Grove -- Fiscal Year 2017-18 Calendar

July-17							August-17							September-17							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	C	5						C	2	
2	3	H		5	6	C	6	7	8	9	10	C	12	3	H		5	6	7	C	9
9	10	11	12	13	C	15	13	14	15	16	17	C	19	10	11	12	13	14	C	16	
16	17	18	19	20	C	22	20	21	22	23	24	C	26	17	18	19	20	21	C	23	
23	24	25	26	27	C	29	27	28	29	30	31			24	25	26	27	28	C	30	
30	31																				
October-17							November-17							December-17							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	C	7				1	2	C	4						C	2	
8	9	10	11	12	C	14	5	6	7	8	9	C	H	3	4	5	6	7	C	9	
15	16	17	18	19	C	21	12	13	14	15	16	C	18	10	11	12	13	14	C	16	
22	23	24	25	26	C	28	19	20	21	22	H	H	25	17	18	19	20	21	C	23	
29	30	31					26	27	28	29	30			1/2 1/2 H	H	26	27	28	C	30	
January-18							February-18							March-18							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	H	2	3	4	C	6					1	C	3					1	C	3	
7	8	9	10	11	C	13	4	5	6	7	8	C	10	4	5	6	7	8	C	10	
14	H	16	17	18	C	20	11	12	13	14	15	C	17	11	12	13	14	15	C	17	
21	22	23	24	25	C	27	18	H	20	21	22	C	24	18	19	20	21	22	C	24	
28	29	30	31				25	26	27	28				25	26	27	28	29	C	31	
April-18							May-18							June-18							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	C	7			1	2	3	C	5						C	2	
8	9	10	11	12	C	14	6	7	8	9	10	C	12	3	4	5	6	7	C	9	
15	16	17	18	19	C	21	13	14	15	16	17	C	19	10	11	12	13	14	C	16	
22	23	24	25	26	C	28	20	21	22	23	24	C	26	17	18	19	20	21	C	23	
29	30						27	H	29	30	31			24	25	26	27	28	C	30	

C Closed

H Holiday

Need for floating holiday

Apply floating holidays